

SOFTWARE OVERVIEW:

This software prepares the required mailing matrix that must be presented when filing a new bankruptcy. Whether the debtor has twelve creditors or twelve hundred creditors, the technique described here is identical and recommended.

On new bankruptcies which have thirty or more creditors this system will meet the requirements that are special to these circumstances.

ESSENTIALLY:

The debtor's name must be in place and verified prior to entering creditors. Debtors will be automatically assigned a debtor code beginning with [000001]. This code and/or the debtor's name may be used to instantly isolate the debtor for whatever task is at hand. It is not necessary to enter leading zeroes when using this code. Exact duplicate debtor names are not possible!

Creditors associated with a specific debtor will be automatically assigned a creditor code beginning with [0001]. This code and/or the creditor's name may be used to instantly isolate the creditor for whatever task is at hand. It is not necessary to enter leading zeroes when using this code. Creditors with the exact same name are possible, but a warning is provided.

The information in the system may then be used to produce mailing matrices and verification sheets.

When the creditor mailing list is completed, the data is transferred to a floppy disc which is "auto branded" and may be presented to the Clerk's Office in lieu of the usual mailing matrix.

A replacement disc will be given out at the time one is received with a new bankruptcy or an amendment.

If we may be of help, please feel free to call the people listed below:

Jeff Jordan	Systems Manager	229-3845
Louise Faust	Programmer/Analyst	229-3846

TO EXECUTE PROGRAM FROM LOCAL DRIVE:

1. Type **cd \;** press **Enter/Return** key
2. Type **usb;** press **Enter/Return** key

TO EXECUTE PROGRAM FROM NETWORK:

1. Type **cd \;** press **Enter/Return** key
2. Type **usbnet;** press **Enter/Return** key